

27 OCT 1980

MEMORANDUM FOR: Chief, Management Staff, ODP

FROM:

Chief, ADP & Engineering Branch, PD/OL

SUBJECT: ADP Seminar

1. We have received informational materials from Government Sales Consultants, Inc. relating to an offering they have for an ADP seminar which is available for Agency personnel.

2. We believe a two day program, developed along the lines of the attached information and addressing areas which are essential for the effective procurement of ADP, would be extremely beneficial to the Agency.

3. We are prepared to work with you to implement this effort. We anticipate approximately 30 attendees to be drawn from Office of Data Processing, National Photographic Interpretation Center, Procurement Division and other components, as appropriate. The anticipated cost is approximately \$6,500.

4. Attached are materials relating to the agenda for the seminar. We intend to negotiate the actual format to include subjects such as formation of requirements, benchmarking and conversion. Your suggestions for topics to be covered are most welcome.

5. After you have had a chance to review the attached, I would like to formalize this proposed action with ODP.

STATINTL



Att

OL 0-4804

July 19, 20, 21, 1977

1. Role of the General Services Administration

An analysis and explanation of why GSA's role is important to data processing people buying and selling in the public sector.

- A. Authority under the Brooks Law, PL 89-306
- B. Brooks Hearings
- C. ADP Schedule Contracts Use
- D. Purchases for other Agencies
- E. Master Contract for Third-Party Replacements
- F. Standard RFP
- G. Mandatory Requirements Contracts
- H. Delegations of Procurement Authority

2 hrs.

2. Relationships Between Different ADP Functions

This discussion explains why people in diverse ADP positions react differently to various situations.

- A. Role of contracting officers, technical staff and vendor personnel
- B. Obligations and authority of all parties involved in ADP procurement
- C. Conflicting goals of various personnel and possible problem areas

2 hrs.

3. General Contracting Factors

A broad discussion of the way the Government acquires ADP and the vehicles used in acquisition.

- A. Request for proposals vs invitation for bids
- B. Sole-source procurements
- C. Unsolicited proposals
- D. Relationships of FPRs, FPMRs and ASPRs
- E. Methods of presenting requirements
- F. Award to other than low offeror

6 hrs.

4. Hardware Pricing and Bidding Strategy

This represents a complete outline of the structuring of a bid and the effect this structure will have on a proposal evaluation.

- A. Bottom-line evaluation
- B. Discounts and methods of pricing
- C. Offering of free benefits in bids
- D. Manipulation of price relationships

1 hr.

This is an in-depth examination of evaluation criteria and the basis upon which an award is made.

- A. Lease vs purchase vs lease/purchase
- B. Effect of the cost of money
- C. Role of residual value
- D. Various evaluation techniques

2 hrs.

6. Teleprocessing Services Program BA/Schedules

What the Government should do.

- A. "Guidelines for the Development of Management and Technical Plans for Recompensation for the Teleprocessing Services Program (TSP) Recompensation Plans)."
- B. The Rules E-47 Etc.
- C. The Gray Areas
- D. The Problems

4½ hrs.

7. Government Funding of ADP

This session describes the various means by which the Government pays for what it buys.

- A. Annual Funds
- B. Project Funds
- C. Revolving Funds
- D. ADP Fund at GSA

½ hr.

8. Summary and Workshop Session

- A. Freedom of Information Act
- B. Sources of Information
- C. Protest Trends
- D. Case Studies

- a. main frame
- b. timesharing

1½ hrs.

Proposed Agenda for the Coast Guard
Two Day ADP Procurement Seminar

- I. Regulations and Role of Policy Agencies
 - A. Relationship between GSA, CMB, Congress, Agency
PL 89-306
 - B. Various studies (General systems, study communications
study A-76 etc.) FMC 74-5, A-108, A-109
 - C. Certifications (Privacy, Security, etc.) A-108
- II. Relationship Between Different ADP Functions
 - A. Role of Contracting Officer, technical staff and
vendor personnel FPR 1-3.8 ASPR 3.8 FPR 1-1.4
 - B. Obligations and authority of all parties involved in
ADP procurements FPR 1-3.8
 - C. Conflicting goals and problem areas
 - D. Departmental versus agency obligations
- III. General Contracting Factors
 - A. Different types of contracts (e.g., negotiated, IFB,
etc.)
 - B. Different types of procurements (Competitive, make
and model, equivalent, etc.) FPR 1-4.11
 - C. ADTS Schedule Procurements
 - D. Award to other than low offeror FPR 1-3.805

IV.

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Requirements and Specifications

- A. Methods of presenting requirements FPR 1-4.11
- B. Methods of presenting contingency requirements
- C. Conversion DOD Directive 4105.55
- D. Workload versus performance specifications
- E. Hardware augmentations FMC 74-5
- F. Facilities Management A-109, FMC 74-5

V. Developing Technical Evaluation Criteria and Proposal Evaluation

- A. Remote Terminal Emulation NBS/GSA Material
- B. Mandatories and desirables (how to price desirables?)
FPR 1-4.11
- C. Conversion - how to price, specify requirements, use
of vendor-dependent software and/or features FMC 74-5

VI. Vendor Side

- A. How the vendor scopes the RFP
- B. How the vendor looks at the BM/RTE
- C. What latitude should a vendor be given in BM
- D. Common Causes of protests

VII. General Questions & Answers

1. OVERVIEW OF ADP INDUSTRY
 - A. The Traditional Hardware Vendors
 - B. The New Competitors
 - C. The Plug Compatible Main Frames
 - D. The Plug Compatible Peripherals
 - E. The Mini Vendors
 - F. Allied Markets
 1. Word Processing
 2. Accounting Machines
 3. Graphics
 - G. The Software Industry
 - H. The Service Industry
2. EXPLANATION OF SPECIAL ADP RULES
 - A. FPR 1-4.11
 - B. FPMR 101-32
 - C. FMC 74-5
3. LIFE CYCLE COSTING
 - A. Present Value Role
 - B. Life Cycle Importance
 - C. Residual Value Role
 - D. Lease vs. Purchase vs. Lease-Without Purchase
 - E. Other Legally Acceptable Plans
4. THE PROTEST PROCESS
 - A. Case Studies
5. THE GAO REPORT PROCESS
 - A. Case Studies

6. PROBLEMS AND NEEDED POLICY REVIEW AND CHANGES

- A. Fixed Price Option Clause
- B. Multi Best and Finals (Price Leaks)
- C. Cost Reconciliation/Offer Verification
- D. How Vendor Operates on Proposals/Benchmarks/Best & Finals
- E. Agriculture Approach to Conversion
- F. Use of Schedules Classification Problems
(How negotiated)

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Next 1 Page(s) In Document Exempt

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